Negotiated Request for Proposals

Supplemental Waste Composition Study

2026-337-ENV

NRFP KEY INFORMATION

Overview of the Opportunity	The purpose of this NRFP is to invite Proposals from professional, qualified, and experienced companies for the provision of a supplemental waste composition study.
Opening Date	**19 November 2026**
Closing Time and Date	**11 AM PT** **14 January 2027**
Questions	Proponents must email their question(s) to the RDCK Representative, quoting the NRFP number and name in the subject line, before **4:30pm PT** on **7 January 2027.** Questions received after that time may not receive a response.
RDCK Representative	Heidi Bench, Resource Recovery Projects Advisor hbench@rdck.bc.ca
Site Visit	A Site visit is **Not Applicable** for Proponents prior to submitting a Proposal.
Proposal Submission Instructions	Proposal submissions must be emailed to the RDCK Representative or, if too big to email, transferred via a secure file link. Proposals must be in Microsoft Word and any other supporting documents must be submitted in PDF. 1. **In the "Subject Field" enter: NRFP Number and Name** 2. The RDCK email server has an approximate 25 mb file size limit. Proponents must ensure that they have received a confirmation email prior to the closing time. If your Proposal is too large to send by email, please request a secure file link from the RDCK Representative or break down your submission into two or more emails, clearly identifying each email as being one out of x.
Obtaining NRFP Documents	NRFP Documents are available for download from the RDCK's website: https://www.rdck.ca/corporate/bids-tenders/. Printing of NRFP documents is the sole responsibility of the Proponent.
Addenda	Proponents intending to submit a Proposal should provide an email notification to the RDCK Representative. Proponents who do not provide an email notification may not be sent amendments or addenda. Proponents who send an intent to submit email are not obligated to submit a Proposal.

Withdrawal of Submission	Proposals may be withdrawn at the request of an authorized representative of the Proponent by emailing the RDCK Representative prior to the Closing Date and Time for receiving Proposals.
Terms and Conditions of Contract	The RDCK's Consulting and Professional Service Agreement terms are posted on the RDCK's website and are intended to apply to any Contract awarded as a result of this NRFP.

NRFP DOCUMENTS

1 The complete set of NRFP documents includes:

- Definitions (online)
- NRFP Rules for Participation (online)
- RDCK's Consulting and Professional Service Agreement terms (online)
- Proposal Form (Provided as separate fillable Word document)
- This NRFP Document
    - NRFP Key Information
    - NRFP Documents
    - Instructions to Proponents
    - Evaluation
    - Schedules
        - Schedule A: Scope of Services
        - Schedule B: Contract Supporting Documents and Deviations
        - Schedule C: Contract Supplementary Terms and Conditions
        - Schedule D: Contract Payment Terms
        - Schedule E: Insurance

INSTRUCTIONS TO PROPONENTS

2 **SERVICES** - The RDCK invites Proposals from professional, qualified, and experienced companies for the provision of the "SERVICES" described in Schedule A of the NRFP, in accordance with the terms and conditions included in the NRFP documents.

3 **PROPOSAL VALIDITY PERIOD -** Proponents agree that their proposal, including pricing, will remain open for acceptance and subject to negotiation for a period of ninety (90) calendar days.

4 **ACCEPTANCE OF NRFP TERMS AND CONDITIONS** - Proponents should read the complete set of NRFP documents. By submitting a Proposal, the Proponent agrees and accepts the terms and conditions by which this NRFP will be conducted.

EVALUATION

5 **EVALUATION AND SELECTION PROCESS -** The lowest or any Proposal will not necessarily be accepted, and the RDCK may reject any and all Proposals. Without limiting the foregoing, Proponents are hereby notified that the RDCK intends to review Proposals and enter into negotiations for a Contract based not only on the Proposal price, but on the criteria included in sections 6-14 below.

6 **MANDATORY CRITERIA -**The following criteria must be met by Proponents for their Proposal to be considered:

(a) **PROPOSAL LANGUAGE** - The Proposal must be in English;

(b) **SUBMISSION DEADLINE** - The Proposal must be received as per the RDCK's Proposal Submission Instructions before the Closing Date and Time;

(c) **PROPOSAL FORMAT** - The Proposal must be received using the Proposal Form provided by the RDCK or in a format that has been approved and is acceptable to the RDCK.

RDCK RIGHTS RESERVED - DEPARTURES, REQUIREMENTS AND REFERENCES

7 **FORM OF AGREEMENT** - The Proponent must review the RDCK's Consulting and Professional Service Agreement terms and identify any requested departures, alternatives and additions on the Proposal Form. The RDCK reserves the right to reject the Proponent who is unwilling to use the RDCK's Consulting and Professional Service Agreement terms.

8 **SCHEDULES** - The Proponent must review the NRFP Schedules and identify any requested departures, alternatives and additions on the Proposal Form. The RDCK reserves the right to reject the Proponent who is unwilling to accept the NRFP Schedules terms.

9 **VERIFICATION OF REQUIREMENTS -** The Proponent must complete the Verification of Requirements section of the Proposal Form. The RDCK reserves the right to reject the Proponent who, in the RDCK's sole opinion, is unable to meet the RDCK's requirements identified in this section.

10 **REFERENCES** - The Proponent must complete the Reference section of Proposal Form. The RDCK reserves the right to contact referees on the Proposal Form, as well as referees not provided to the RDCK, as well as to reject any Proponent if references, in the RDCK's sole opinion, are deemed to be unsatisfactory.

11 **WEIGHTED CRITERIA** - The RDCK will evaluate Proposals by reference to:

Proposal Evaluation	Maximum Points to be Awarded
Corporate (See Proposal Form)	15
Technical (See Proposal Form)	40
Financial (See Proposal Form)	45
Total	**100**

12 **OTHER CRITERIA** - The RDCK may also include in its evaluation any other factors the RDCK considers may affect the cost of the Project or the ability of the Proponent to complete the Services to the satisfaction of the RDCK in accordance with this NRFP and without unreasonable dispute.

13 **PROPOSAL CLARIFICATION** - The RDCK may, at its discretion, request clarification or additional information from a Proponent with respect to any Proposal and the RDCK may make such requests to only selected Proponents. The RDCK may consider such clarifications or additional information in evaluating a Proposal.

14 **INTERVIEWS** - The RDCK may, at its discretion, interview one or more Proponents or request demonstrations from a Proponent with respect to any Proposal. The RDCK may use that information to score the evaluation.

SCHEDULES

15 **SCHEDULES** - Proponents should note that **any field left blank/highlighted in yellow in the Schedules will be completed by the RDCK during the contract award** based on information received from the selected Proponent's Proposal and any ensuing contract negotiations. The Schedules will then be appended to the RDCK's Consulting and Professional Service Agreement terms to form the Contract.

SCHEDULE A: SCOPE OF SERVICES

1 **TERM** - Notwithstanding the date of execution of this Agreement the Contractor shall provide the Services described in this Schedule A hereof, commencing on **February 1, 2027** and ending on **December 31, 2027** (the "**Term**").

2 **LOCATION/SITE/WORKPLACE** - The Contractor will deliver the Services at the following Locations (herein after called the **"Location", "Site" or "Workplace")**: Ootischenia Landfill (671 Columbia Road, Castlegar) and Creston Landfill (1501 Mallory Road, Creston).

3 **BACKGROUND** – This scope of services relates to:

The RDCK is located in the southern interior of BC and covers 23,000 km^2 with an estimated population of 68,500 (2025 population estimate from BC Stats). The region consists of eleven unincorporated electoral areas and nine member municipalities: Castlegar, Creston, Kaslo, Nakusp, Nelson, New Denver, Salmo, Silverton, and Slocan. The Lower Kootenay Band of the Ktunaxa Nation holds reserve lands just south of Creston.

The RDCK currently provides waste disposal services for the region via two active landfills, fourteen waste transfer stations, twenty recycling depots, and two active organics processing facilities. The RDCK conducted its first Comprehensive Waste Composition Study in 2023.

Slightly less than 32,000 tonnes of waste was landfilled across the RDCK in 2025. The Ootischenia Landfill accepted 73% of this waste, while Creston and Nakusp Landfills accepted approximately 22% and 5%, respectively. The Nakusp Landfill closed at the end of 2025 and was converted to a transfer station; waste from this area is now landfilled at Ootischenia Landfill.

In 2025, almost 50% of RDCK households had access to a residential curbside collection program for waste and recycling. Curbside organics collection launched in the Town of Creston in 2022 and in City of Castlegar in 2023, while the City of Nelson has been rolling out a pre-treated organics program since 2023 that dehydrates food waste to be composted either at home or at an RDCK organics processing facility.

An estimated 44% of the waste disposed was residential, 44% was industrial, commercial, institutional (ICI), and 12% was construction, demolition, renovation (CDR). Approximately 23% of the residential waste was attributed to curbside collection programs (10% of the total waste landfilled). Surveys and waste collection data indicate that a significant portion of residents with access to curbside collection also self-haul waste to transfer stations. Residential, ICI, and CDR waste are all disposed into the same bin at transfer stations, which complicates sector-specific analysis for waste composition. In 2025, 30% of waste was disposed at transfer stations and 70% was disposed directly at landfills. With the closure of Nakusp Landfill, this is expected to shift by about 5% (35% transfer station disposal, 65% landfill disposal).

Waste sorting and data collection will take place on the face of each landfill. The RDCK project lead and Contractor will work with the landfill operator to designate a sorting area that is a safe distance from the active face where trucks are unloading. The landfill operator will use a loader to deliver samples to the sorting team. There is cell reception at both landfills.

Additional background information, including a map of RDCK landfills and transfer stations, is provided in the Resource Recovery Plan on the RDCK website.

4 OBJECTIVE – The objective of this waste composition study is to gain a better understanding of the waste streams entering RDCK landfills. This assessment is supplemental to the baseline waste composition study completed in 2023, with the purpose of:

- Assessing the effectiveness of various waste diversion programs across the RDCK (RecycleBC and other extended producer responsibility [EPR] programs, scrap metal, clean wood waste, food waste and yard & garden waste composting, etc.);
- Identifying opportunities to improve efficiency/further minimize the amount of waste sent to landfills; and,
- Advocating for broader availability of extended producer responsibility (EPR) programs in the RDCK.

5 SERVICES - Except as identified in the Agreed Departures in Section 2 of Schedule B, the Contractor must provide the Services as follows:

(a) **PROJECT INITIATION** – The Contractor shall:

(i) Review the 2023 Comprehensive Waste Composition Study; and,

(ii) Conduct a virtual kick-off meeting with the RDCK project lead to confirm the project scope and objectives, proposed methodology and study design, assumptions, deliverables, project schedule, and communication protocols. Any planned use of Artificial Intelligence (AI) for the delivery of the Services listed herein must be disclosed at this meeting and approved by the RDCK for use.

(b) **STUDY DESIGN** – The Waste Composition Study must be carried out in accordance with applicable regulations, guidelines, and industry standards, including but not limited to the Canadian Council of Ministers of the Environment (CCME) *Recommended Waste Characterization Methodology for Direct Waste Analysis Studies in Canada.* The study design must include at least 50 samples, ensuring sufficient data is collected to calculate a reliable representation of the waste composition for each landfill wasteshed and the region as a whole, based on the following:

(i) Material types:

i. Primary and secondary material categories are expected to align with those in the 2023 Waste Composition Study. Some adjustments or additional categories may be added to ensure compliance with Phase 2 reporting requirements under the Federal Plastics Registry, as these are expected to be published in late 2026.

(ii) Sectors:

i. Single-family residential curbside collection (SF)
ii. ICI
iii. CDR
iv. Transfer station

(c) **FIELD COORDINATION AND DATA COLLECTION** – The Contractor shall:

(i) Implement a safety program that has been developed in accordance with the Occupation Health and Safety Regulations and Safe Work Practices and Procedures of WorkSafeBC, and account for each landfill's operating requirements and restrictions:

i. The landfill operator is Prime Contractor of the site and will conduct a 10-minute verbal orientation on the initial day of the study;

(ii) Provide all staffing, tools, equipment, personal protective equipment (PPE) required to safely complete the study. This includes, but is not limited to, a tent for the sorting area, tarps for covering samples overnight (if needed), protective clothing and eyewear, etc.;

(iii) Be responsible for communicating with the landfill scale operator to accurately record information such as the origin of waste, waste generator type, and weight received for each sample; and,

(iv) Complete all on-site data collection in summer 2027. Data collection shall be completed within the operating hours at each landfill.

(d) **DELIVERABLES** – The Contractor shall:

(i) Provide DRAFT and FINAL reports. The DRAFT report is to be submitted within 60 days of the completion of data collection for RDCK review prior to the issuance of the FINAL report. The FINAL report is to be submitted within 15 days of receiving RDCK comments on the DRAFT report. The report will, at minimum, include:

i. A detailed description of the Waste Composition Study design, methodology, data analysis, and results, including a breakdown of the data as described in Section 5(b).
ii. Calculation of the RDCK's updated diversion potential, change in diversion potential from the 2023 study, and discussion including identifying the efficacy of diversion programs, changes since the 2023 study, and potential opportunities to further minimize the amount of waste sent to RDCK landfills.
iii. Discussion of any deviations from the study design and any limitations of the study.

(ii) Provide the FINAL data summary in Excel format. The data summary shall include the waste composition by sector for each landfill wasteshed, the RDCK as a whole, as well as up to ten (10) individual samples as requested by the RDCK (e.g. samples from a specific sector and/or municipality).

SCHEDULE B: CONTRACT SUPPORTING DOCUMENTATION AND DEVIATIONS

1 **SUPPORTING DOCUMENTATION -** Except as expressly stated in Schedule A or the Agreed Departures from these Supporting Documents identified in Section 2 of this Schedule B, without limiting any other provision of this Agreement, the Contractor must perform the Services in accordance with the obligations set out in the documents and document excerpts listed below, which are attached as appendices to this Schedule B:

(a) Appendix A: NRFP Addenda # Add number dated **DD Month YYYY**;

(b) Appendix B: Section 3 - Technical section of Contractor's Proposal Submission Form dated **DD Month YYYY**;

(c) Appendix C: Add other document as needed, including the name, specific section if applicable, and date of the document.

2 **AGREED DEPARTURES –** The RDCK and Contractor agree that there are no approved departures from Schedule A and the supporting documents in Section 1 of Schedule B.

OR

2 **AGREED DEPARTURES –** The RDCK and Contractor agree to the following departures:

(a) Section section # of Schedule A shall be struck and replaced with:

Add new wording

(b) Section section # on page page # of the document name included in one of the appendices shall be deleted in its entirety and replaced with:

Add new wording

(c) The following wording on page page # of the document name included in one of the appendices shall be deleted in its entirety.

APPENDIX B-1: ADD NAME

APPENDIX B-2: ADD NAME

APPENDIX B-3: ADD NAME

SCHEDULE C: CONTRACT SUPPLEMENTARY TERMS AND CONDITIONS

1 RDCK RESOURCES – The RDCK will provide a dedicated project lead to support with:

(a) Scheduling for the field component of the work to enable sampling of all planned waste streams;

(b) Establishing a safe field sampling location at each of the landfill facilities; and,

(c) Provision of timely support with any questions or clarification required throughout the duration of the project.

SCHEDULE D: CONTRACT PAYMENT TERMS

1 **PAYMENT** - In consideration for the provision of the Services, the RDCK shall pay the Contractor in accordance with the hourly rates and reimbursable expenses in the Price Sheets below. The maximum billable amount shall not exceed $**Amount CAD** (Canadian Dollars) (the "**Maximum Contract Price**"), excluding GST.

PRICE SHEET 1: PROFESSIONAL FEES			
POSITION/TITLE	**ESTIMATED BILLABLE HOURS**	**RATE/HOUR**	**PRICE**
1 PROJECT INITIATION AND STUDY DESIGN (Schedule A, Sections 5a and 5b)			
		$	$
		$	$
		$	$
		$	$
		$	$
		ITEM 1 SUBTOTAL	**$**
2 FIELD PROGRAM (Schedule A, Section 5c)			
		$	$
		$	$
		$	$
		$	$
		$	$
		ITEM 2 SUBTOTAL	**$**
3 DELIVERABLE (Schedule A, Section 5d)			
		$	$
		$	$
		$	$
		$	$
		$	$
		ITEM 3 SUBTOTAL	**$**
		TOTAL PROFESSIONAL FEES	**$**

PRICE SHEET 2: REIMBURSABLE EXPENSES				
1 MILEAGE (list origin and destination)	**RATE/KM**	**# TRIPS**	**# KM**	**COST**
	$			$
	$			$
	$			$
	$			$
	$			$
2 PER DIEM	**RATE/MEAL**	**# STAFF**	**# PER DIEM**	**COST**
Breakfast	$			$
Lunch	$			$
Dinner	$			$
OR Full Day	$			$
3 AIRFARE (list origin and destination)	**PRICE/TICKET**	**# TICKETS**	**#**	**COST**
	$			$
	$			$
	$			$
	$			$
4 OTHER (list other expenses below)	**PRICE/EXPENSE**		**#**	**COST**
	$			$
	$			$
	$			$
TOTAL REIMBURSABLE EXPENSES				**$**

MAXIMUM CONTRACT PRICE	
SUBTOTAL (TOTAL PROFESSIONAL FEES + REIMBURSABLE EXPENSES)	$
GST	$
TOTAL	$

INVOICING

2 The Contractor shall submit invoices as per the Payment Schedule below.

(a) PAYMENT SCHEDULE
☒ Monthly
☐ Annually
☐ Upon Completion of the Project
☐ By Milestone (please list milestones below):

Each invoice shall include, at minimum:

(a) The Contractor's name matching the name identified in the first page of this Agreement;

(b) Dates the Services were performed;

(c) Hours worked broken down by personnel and applicable rates;

(d) Description, amount and receipts for reimbursable expenses;

(e) Cumulative total billed to date if more than one invoice is being issued for this contract;

(f) The Contractor's GST number must be included on invoices where GST is applicable; in which case, GST shall also be listed as a separate line item.

3 Any year-end invoice must be submitted no later than January 15th of the following year.

4 The following contract number and GL code(s) **must** be quoted on the invoice(s):

Contract Number: **YYYY-##-DEPT_CONTRACTOR_NAME**

GL Code: **ACCOUNT # & WORK ORDER #**

5 Invoices must be emailed to ap@rdck.bc.ca, with the RDCK Contract Administrator identified on the first page of this Agreement in cc.

6 Invoices to be paid on net 30 day term.

PAYMENT WITHHELD OR DEDUCTED

7 The RDCK may withhold payment on any Progress Payment as may be necessary or prudent to protect itself from loss on account of:

(a) the Contractor is not making satisfactory progress with the supply of the Services;

(b) defective Services which are not remedied;

(c) if there are claims of lien, or liens (or a lien) filed against any premises of which the Services are supplied or being supplied, or reasonable evidence of the probable filing of such claims of lien or of filing or registration of liens (or a lien) as a result of the failure of the Contractor to make payment properly to subcontractors or for materials, labour, or otherwise;

(d) damages caused to another party by the Contractor;

(e) any other evidence of loss or danger of loss on the part of the RDCK, resulting from of the Contractor's operations.

SCHEDULE E: INSURANCE

WORKSAFE

1 The Contractor shall:

(a) Ensure compliance, on their part and on the part of all of their subcontractors, with the *Workers Compensation Act* and the Occupational Health and Safety Regulations thereunder.

(b) At its own expense, obtain WorkSafe BC coverage for itself, all workers and any shareholders, directors, partners or other individuals employed or engaged in the execution of the Services.

(c) Be responsible for all fines, levies, penalties and assessments made or imposed under the *Worker's* Compensation *Act* and regulations relating in any way to the Services, and indemnify and save harmless fines, levies, penalties and assessments.

2 Prior to supplying any of the Services in the Agreement, the Contractor must provide the RDCK with the Contractor's WorkSafe BC number and must pay and keep current during the term of the Agreement all assessments required by WorkSafe BC in relation to the supply of the Services or the Maximum Contract Price.

3 In the event that the Contractor refuses or fails to comply with an order under the *Workers Compensation Act* or Regulations thereunder, so that the supply of the Services is stopped, the RDCK may, upon written notice, terminate the Agreement and proceed in accordance with Sections 16-21 of this Agreement.

INSURANCE

4 **INSURANCE** - Without restricting the generality of the indemnification provisions of this Agreement, insurance and coverage will be arranged and paid for as under-noted:

(a) The Contractor must take out and maintain the insurance coverages detailed in this section 4 of Schedule E and shall provide the RDCK evidence of coverage upon execution of this Agreement in the following format:

(i) the RDCK's Standard Certificate of Insurance form completed by the Contractor's broker.

(b) Subject to satisfactory proof of financial capability by the Contractor, the RDCK may agree to increase the deductible amounts.

COVERAGE TYPE	MINIMUM AMOUNT	MINIMUM AGGREGATE	DEDUCTIBLE MAXIMUM
(a) **Automobile Liability (third party) Insurance** for vehicles used to complete the Services.	**$2,000,000 per occurrence**	**N/A**	**N/A**
(b) **Commercial General Liability**	**$2,000,000 per occurrence**	**N/A**	**$5,000**
(c) **Professional Liability**	**$2,000,000 per claim**	**$5,000,000**	**$50,000**

(c) The Contractor shall maintain **Commercial General Liability** coverage for the Term of this Agreement and a minimum of one (1) year after the completion of the Services with Products and Completed Operations coverage extended for an additional year (2 years in total). To achieve the desired limit, umbrella or excess liability insurance may be used. Such insurance will include but is not limited to the following:

(i) **Broad Form bodily injury, death, property damage, and personal injury** coverage, on an occurrence basis;

(ii) **Non-Owned Automobile** Liability with a limit not less than **$2,000,000 per occurrence** (including contractual non-owned automobile liability endorsement SEF 96);

(iii) **Blanket Contractual** Liability;

(iv) **Cross Liability** and/or **Severability of Interests**;

(v) A **Waiver of Subrogation** in favour of the Regional District of Central Kootenay;

(vi) "**Regional District of Central Kootenay, its elected officials, officers, employees, servants, and agents**", as an **Additional Insureds;**

(vii) Require the insurer to provide the RDCK with **30 days written notice** of any material change or cancellation;

(viii) Coverage that is **Primary and Non-Contributory** to any other sources of insurance available to the Contractor or the RDCK.

(d) The Contractor shall maintain **Professional Liability Insurance** for the Term of this Agreement and a minimum of 3 years after the completion of the Services.

ADDITIONAL INSURANCE TERMS AND CONDITIONS

5 The Contractor is solely responsible for determining what additional insurance coverage, if any, is necessary or advisable for the protection of the Contractor or that is required by the Contractor to fulfill its obligations under this Agreement, with such additional insurance maintained and provided at the sole expense of the Contractor and with the Contractor being responsible for obtaining whatever additional insurance it deems necessary.

6 The Contractor shall pay the deductible amounts in the event of a claim which the above policies are required to pay.

7 The Contractor shall ensure that all insurance required to be maintained by the Contractor under this Agreement is underwritten by a responsible insurance company or companies licensed to do business in the province of British Columbia.

8 As may be applicable, the Contractor must cause all subcontractors to comply with the insurance requirements outlined in section 4 of this Schedule.

9 The RDCK may, at its discretion, notify the Contractor that the terms, amounts and types of insurance required to be obtained by the Contractor hereunder be changed. The Contractor shall, upon request, obtain a written quote from its insurer for the incremental cost of such additional or amended coverage and submit that quote to the RDCK for review. The RDCK may, in its sole discretion, approve or decline the proposed increase. Where the RDCK approves the increase in writing, the RDCK will pay the approved incremental cost increase, and the parties shall record the change and payment terms in an Agreement Amendment. The Contractor shall not bind or purchase the increased or amended coverage until RDCK's written approval is provided.

10 If the Contractor's insurance policies expire prior to the coverage periods identified in section 4 of this Schedule, the Contractor shall renew its insurance policies prior to the expiry date and provide the RDCK with an updated

evidence of insurance in the format identified in section 4(a) of this Schedule, confirming such renewal to the RDCK within 14 days of its current policy's expiry.

11 In the event the Contractor shall fail to take out and maintain such insurance at all times during the coverage periods identified in section 4 of this Schedule the RDCK shall be entitled to take out and maintain equivalent insurance at the cost of the Contractor and the Contracto*r* will pay to the RDCK, on demand, the RDCK's cost of so doing, or at the option of the RDCK, the RDCK shall be entitled to terminate this Agreement.